

**CONFIDENTIAL**

Chief, Document Division, OCR

28 March 1957

Chief, Cable Center

Copy Service on Cables for RQM/OIS

1. Requests for copies of cables are maintained on Form 532 "Request For Collection Service" which reflect the day on which the request is received from RQM/OIS as well as the date the request was completed. In all cases, requests for copies of cables are completed the day they are received unless the cable was not received by CIA. In this case, the cable must be requested from the appropriate Department or Agency and several days may elapse before the cable is received by the CableCenter.

2. In all cases of requests for copies of cables, the thermofax copy is stamped "Requested By \_\_\_\_\_" and is therefore easily identified as a request.

3. Cables are sent to RQM/OIS Room 2709 "L" Bldg. and the envelope is marked "Deliver Direct". Times of despatch from the Cable Center are:

0830  
1115  
1515

4. Requests received from 0830 to 1115 daily are sent out at 1115. Requests received from 1115 to 1515 are sent out at 1515. Requests received after 1515 are sent out on the 0830 delivery the following morning unless otherwise directed by RQM/OIS.

AP:ap

25X1A

CC: 

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